



Policy: 1301
Procedure: 1301.03
Chapter: Communication
Rule: Employee Honors Program

Effective: 04/24/06
Replaces: 1301.03
Dated: 11/30/05

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall have an honors program that recognizes staff, volunteers, interns, and providers for outstanding service. The Honors Board shall administer the ADJC awards program and ensure that appropriate recognition is given to individuals and teams for their exemplary service.

Rules:

1. The **ADJC CHIEF OF LEGISLATIVE POLICY AND COMMUNITY AFFAIRS, DIRECTOR AND/OR DESIGNEE** shall:
 - a. Schedule an annual award ceremony for recipients of awards for service performed during the previous fiscal year, July 1st-June 30th;
 - b. Coordinate the Honors Ceremony and presentation of intermittent employee awards;
 - c. Ensure ADJC recognizes recipients of awards for service performed during the previous fiscal year, July 1st-June 30th.
2. The **HONORS BOARD AND DIRECTOR** shall determine the recipients of medals and awards granted at an annual Honors Ceremony as follows:
 - a. Medal of Valor. **ADJC** shall:
 - i. Award this medal to an employee for a conspicuous act of valor during the actual performance of job service that involves the risk of life and/or significant danger to personal safety;
 - ii. Clearly delineate valor from other forms of courage and is above and beyond the call of duty;
 - iii. Present the recipient with a commendation medal and ribbon bar pin (blue, white and yellow ribbon).
 - b. Medal of Honor. **ADJC** shall:
 - i. Award this medal to an employee's survivor(s) for a death that occurs during the actual performance of job service;
 - ii. Present the recipient with a commendation medal (purple ribbon).
 - c. Director's Merit Award. **ADJC** shall:
 - i. Award this medal to an employee who, during the actual performance of job service, sustains significant injury or requires prolonged medical attention;
 - ii. Award this medal to the recipient with a commendation medal and ribbon bar pin (blue and white ribbon).
 - d. Lifesaving Award. **ADJC** shall:
 - i. Award to an employee for an act that results in the saving or preservation of a human life or lives that otherwise would have immediately expired without the employee's direct involvement in providing first aid, medical or physical intervention;
 - ii. Present the employee with only one Lifesaving Award per incident, regardless of how many victims were involved;
 - iii. Present the recipient with a commendation medal and ribbon bar pin (red and white ribbon).
 - e. Exceptional Service Award. **ADJC** shall:
 - i. Award to an employee for an act of dedication to job service which results in a significant and exceptional contribution to the Arizona Department of Juvenile Corrections.

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- (1) Examples of such performance include outstanding achievement under unusual circumstances;
 - (2) Successful completion of a special project; or
 - (3) Activity not normally considered a part of the employee's job assignment.
 - ii. Present the recipient with a plaque and a ribbon bar pin (maroon and purple ribbon).
 - f. Service Award. **ADJC** shall:
 - i. Recognize employees for 20, 25, and 30 years of service;
 - ii. Present recipient with 20 years, a framed certificate and service pin;
 - iii. Present recipient with 25 years, a State of Arizona plaque and service pin;
 - iv. Present recipient with 30 years, a marble plaque and a pin.
 - g. Certificate of Recognition. **ADJC** shall:
 - i. Award an employee for outstanding performance or conduct exemplifying observance and dedication to the Department mission, vision, and goals through either a single act or consistently superior achievement;
 - ii. Present the recipient with a certificate and ribbon bar pin (blue, white and gold ribbon).
 - h. Director's Team Spirit Award. **ADJC** shall:
 - i. Present this award for the successful completion of a predetermined job task or continuing efforts by a group of employees working for a common objective.
 - (1) The achievement of the objective should be significantly noteworthy and of sufficient quality to distinguish it from the normal completion of regular duties.
 - ii. Present a certificate to the individuals and a plaque to the administrator/supervisor of the Unit.
 - i. Outstanding Supervisor Award. **ADJC** shall:
 - i. Present this award to a Supervisor who meets one of the following criteria:
 - (1) A single incident/event where the leadership and management actions of the individual must have been such that the successful outcome of the incident/event was significantly influenced by the timely, accurate and decisive nature of the supervisor;
 - (2) Continued excellence in leadership and management of a team, committee, unit or division, over a period of time.
 - (a) The individual should demonstrate not only those qualities expected of a supervisor but must also have a sustained level of energy and enthusiasm for the job.
 - ii. Initiate the nomination and forward the nomination directly to the nominated individual's supervisor for review and approval signature (Any employee may make a nomination).
 - iii. Present the recipient with a State of Arizona plaque and a certificate.
 - j. Outstanding Volunteer and Intern of the Year Award. **ADJC** shall:
 - i. Award a certificate to a volunteer or an intern for outstanding dedication to activities or projects that promote the Department's mission, vision, and values.
 - k. Outstanding Provider/Contractor Award. **ADJC** shall:
 - i. Award a certificate to a provider/contractor for outstanding dedication to activities or projects that promote the Department's mission, vision, and values.
3. **ANY ADJC EMPLOYEE** may recommend qualified personnel for an award.
- a. **ADJC EMPLOYEES** shall:
 - i. Not self-nominate;
 - ii. Complete an award Nomination, Form 1301.03A;
 - (1) Nominations must be reviewed and approved by the Administrator in the employee's (nominee) chain of command;
 - (2) Award Nomination, Form 1301.03A, shall be forward to the ADJC Chief of Legislative Policy and Community Affairs and/or to Administrators serving on the Honors Board.
 - iii. Promptly submit recommendations upon completion of the act or service for which the nomination is being made;
 - (1) Recommendations shall be submitted within 60 days of the date the incident and/or act of service becomes known to the Department.
 - b. Award Limitation:

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- i. Number and type of awards;
 - ii. There is no limitation placed on the number of awards an individual may receive or the number of awards the Department may distribute during the year;
 - iii. More than one type of award may be given for an individual act that falls within more than one award category;
 - iv. There are no limits to the number of awards in each category that can be presented each year.
- 4. The **ADJC CHIEF OF LEGISLATIVE POLICY AND COMMUNITY AFFAIRS, DIRECTOR, AND/OR DESIGNEE** shall coordinate the Honors Board.
 - a. The **HONORS BOARD** shall consist of the following personnel:
 - i. Chairperson, of the Leadership;
 - ii. Secure Facility Safe School Superintendent;
 - iii. Secure Facility Youth Program Supervisor;
 - iv. School Principal and/or other Education Administrator;
 - v. Youth Program Officer III;
 - vi. Qualified Mental Health Professional;
 - vii. Security Captain;
 - viii. Parole Supervisor;
 - ix. Case Manager;
 - x. Legal Systems Administrator;
 - xi. Support Services Administrator;
 - xii. Inspections and Investigations;
 - xiii. Medal/Award Winner, from previous year.
 - b. The **ADJC HONORS BOARD MEMBERS** shall be appointed by the following personnel:
 - i. Chairperson, appointed by the ADJC Director;
 - ii. Secure Facility Safe School Superintendent, appointed by the Deputy Assistant Director of Safe Schools;
 - iii. Secure Facility Youth Program Supervisor, appointed by the Deputy Assistant Director of Safe Schools;
 - iv. School Principal and/or other Education Administrator, appointed by the Superintendent of Education;
 - v. Youth Program Officer III or Qualified Mental Health Professional, appointed by the Director of Clinical Services;
 - vi. Security Captain, appointed by the Security Administrator;
 - vii. Parole Supervisor, appointed by the Program Administrator for Community Corrections;
 - viii. Legal Systems Administrator, appointed by the Assistant Director for Legal Systems;
 - ix. Support Services Administrator, appointed by the Assistant Director for Support Services;
 - x. Inspector or Investigator, appointed by the Program Administrator for Inspections And Investigations;
 - xi. Medal/Award Winner, from the previous year, appointed by the Honors Board Chairpersons.
- 5. The **HONORS BOARD** shall annually review Award Nomination Forms for the Employee and Non-Employee Honors Awards and make recommendations to the Director.
 - a. The **HONORS BOARD** shall:
 - i. Schedule an annual meeting in early July, with the purpose of reviewing nominations that occurred during the previous fiscal year (July 1st - June 30th) and for timely planning of the Honors Ceremony for August or September;
 - ii. Review the performance of the awards ceremony and provide the Director with suggested revisions.
- 6. The **ADJC CHIEF OF LEGISLATIVE POLICY AND COMMUNITY AFFAIRS, DIRECTOR, AND/OR DESIGNEE** shall maintain a Departmental Awards Register to record award recipients.

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- a. The Awards Register shall:
 - i. List name of the recipient;
 - ii. List date of the incident;
 - iii. List date the award is presented.
7. The **HONORS BOARD, DIRECTOR, AND/OR DESIGNEE** shall present Intermittent Employee Awards to ADJC employees.
 - a. Service Award. **ADJC** shall:
 - i. Present to recipient for five, ten, and 15 years of service;
 - ii. Present the recipient with a service pin along with a letter of recognition from the Director.
 - b. Recognition of Service Certificate. **ADJC** shall:
 - i. Present an employee who has been with the Department for at least five years, and is scheduled to leave the Department;
(1) Only applies to employees who leave the Department in good standing;
 - ii. Present recipient with a letter of recognition.
 - c. Retirement of Employee. **ADJC** shall:
 - i. Present recipient with an Appreciation for Service or appropriate plaque, upon retirement;
(1) Only applies to employees who leave the Department in good standing.
 - d. Death of Employee. **ADJC** shall:
 - i. Employee's survivor(s) shall be awarded an Appreciation for Service or appropriate plaque;
(1) Only applies to employees who leave the Department in good standing.
8. **EXCEPTIONS TO ADJC HONORS PROGRAM:**
 - a. ADJC welcomes and encourages supervisors of all work units to recognize direct-report employees who have performed well in the execution of their duties through the use of:
 - i. Hero Awards;
 - ii. Employee Appreciation Activities;
 - iii. Employee of the Month;
 - iv. Letters of Commendation (There is no specific criterion for these actions).
 - b. **INDIVIDUAL EMPLOYEES** shall not duplicate nor imitate the ADJC Employee Awards and/or the ADJC Honors Program.
 - c. **SUPERVISORS** shall contact the ADJC Chief of Legislative Policy and Community Affairs prior to scheduling Employee Recognition Activities.
 - d. The **DIRECTOR AND/OR DESIGNEE** shall only authorize the recognition of employees who are experiencing a catastrophic illness or event.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
11/30/05	Patti Cordova		